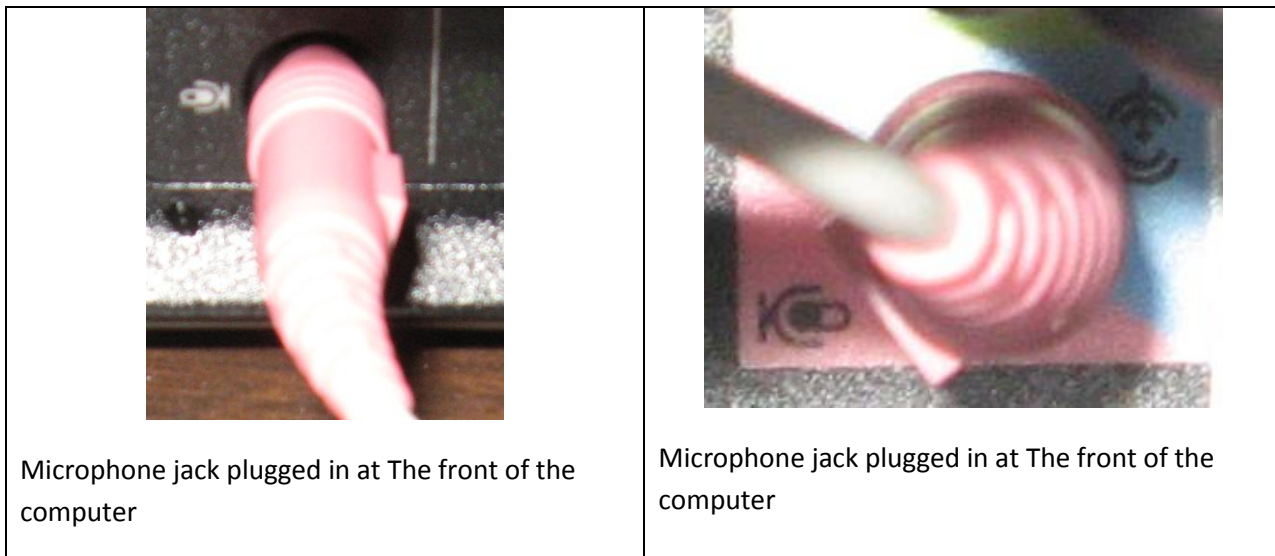
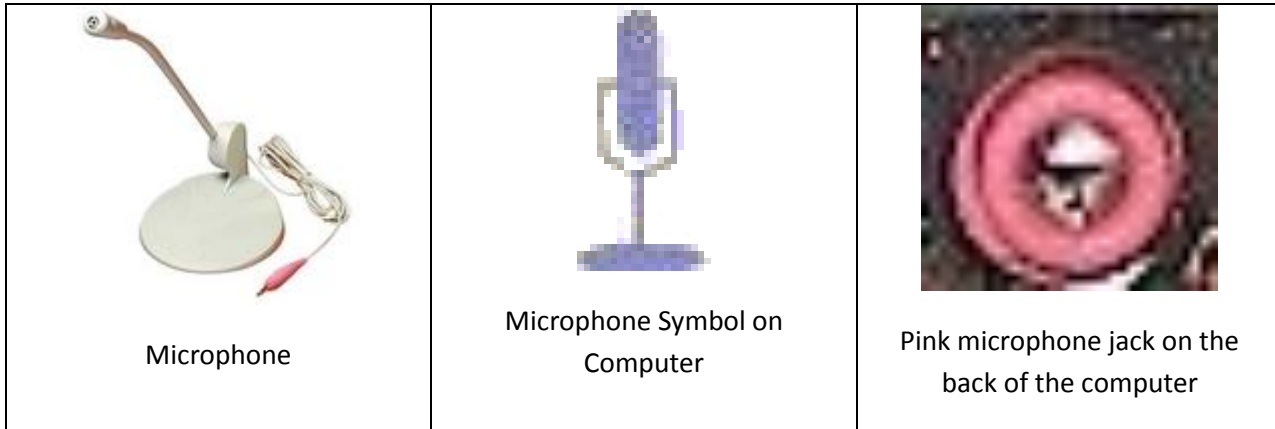


How to use Audacity

Audacity is a free audio recording program where people can create mp3 and wav files. This program can be used to create digital storybooks, music, or presentations.

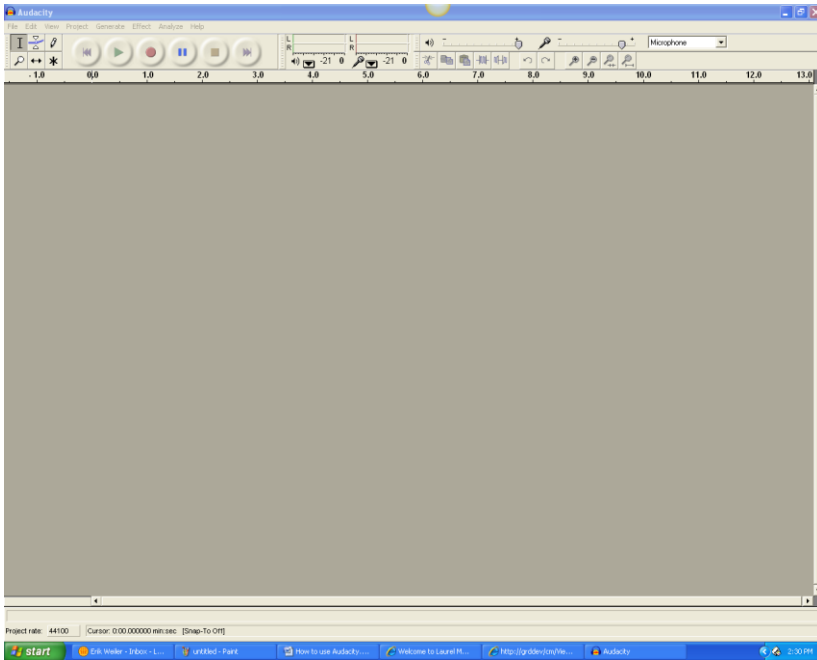
To get started, you will need a microphone attached to the microphone port on the front of the computer or the back of the computer:



Open the Audacity icon on your desktop:



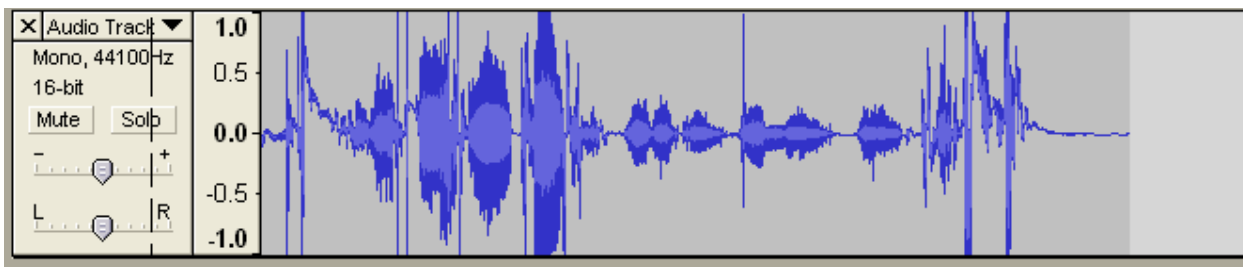
When the program opens, nothing will be there.



To create a new project click on the record button and start talking or recording your music:



You will now see a series of sound waves being made on your screen:



To get the program to stop recording, hit the stop button:



To pause the recording if you want to start from the exact same place you stop, press the pause button:



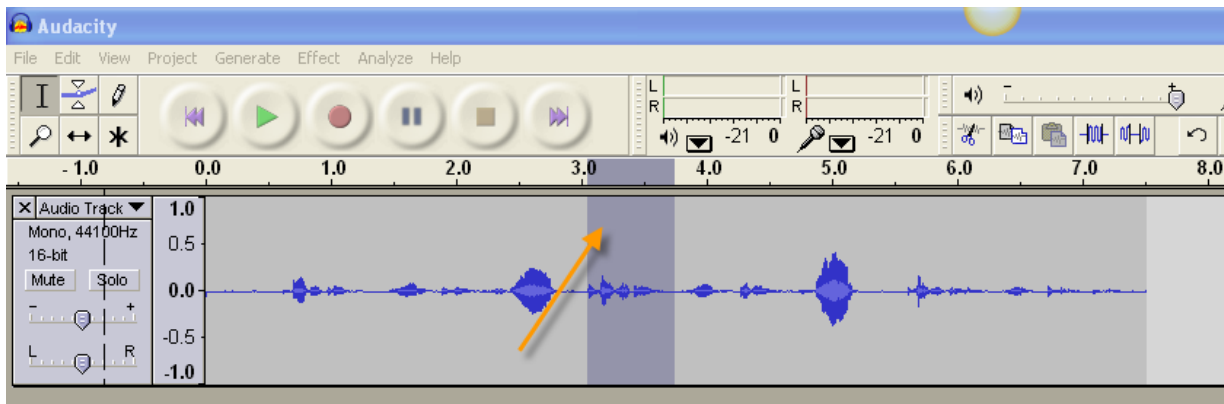
To preview what you recorded click on the play button:



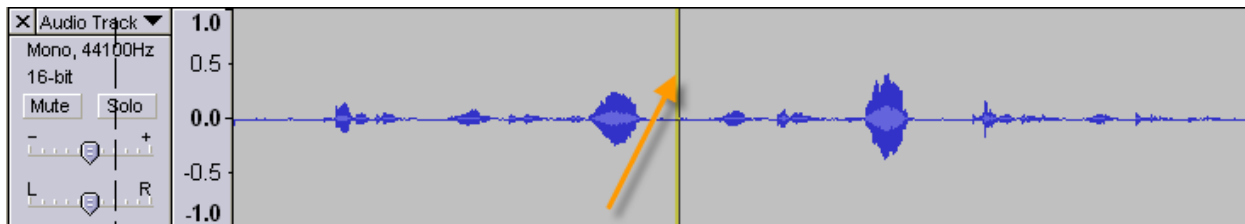
If there is a section that you decide you do not like, but want to keep the rest of the recording, find the particular sound waves you do not like and hit the delete button on your keyboard. You can select a starting point on the sound wave file by left-clicking on a spot with your mouse that you want to start. A single line will appear indicating that you want to start previewing the recording at that point:



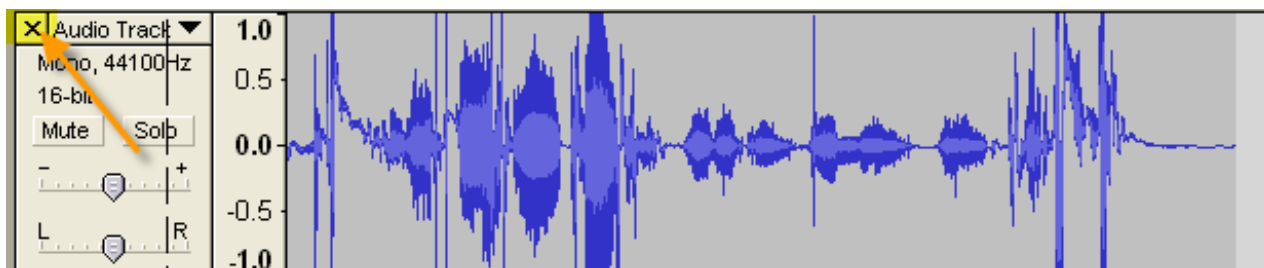
If you find a particular spot that you do not like, simply left-click on the very first spot that you want to erase with your mouse and hold down the left button until you reach the very last spot you want to erase. A section of the sound wave will be highlighted in dark gray:



To erase only that section, hit delete or backspace on your keyboard and the selection will be erased. A single black line will appear where the section was erased:



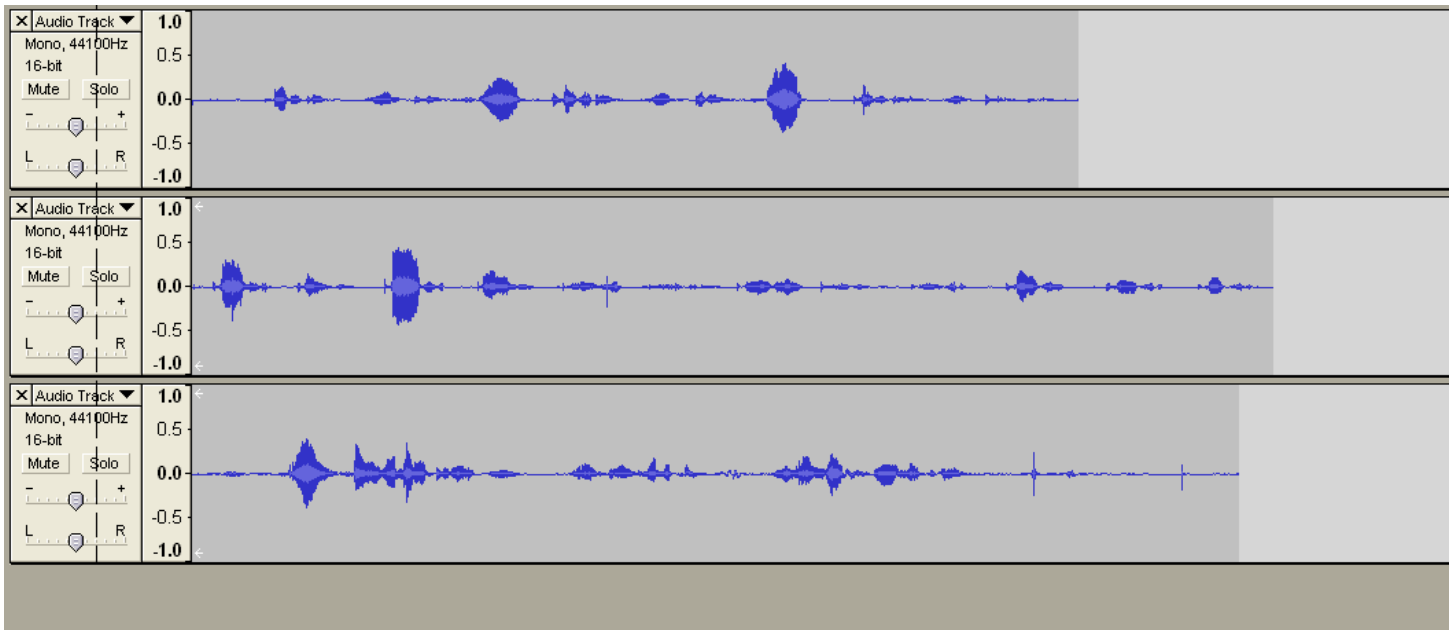
If you do not like what was recorded at all, click on the close button in the upper left-hand corner of the track to erase that particular recording and start over:



If you want to keep what you have recorded and do not wish to add any more to it skip to the section about saving your recording. If you want to create another layer or add more audio to your selection follow these instructions.

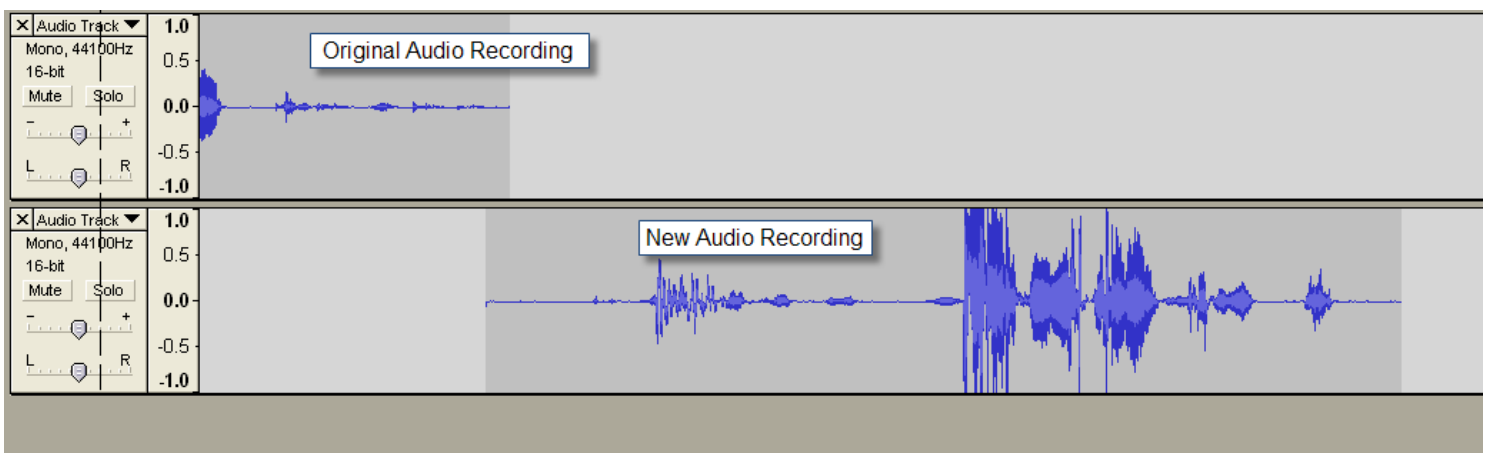
Layering your audio track:

You might want to add another layer to your file if you are creating a music selection or if you have a character that is having internal dialogue while they are in a conversation. To record another layer, simply hit the record button again and click the stop button when you have finished recording. A second series of sound waves will now appear below the original recording. You may add as many layers as you wish to add. If you do not like on the layers, hit the close button to erase it:

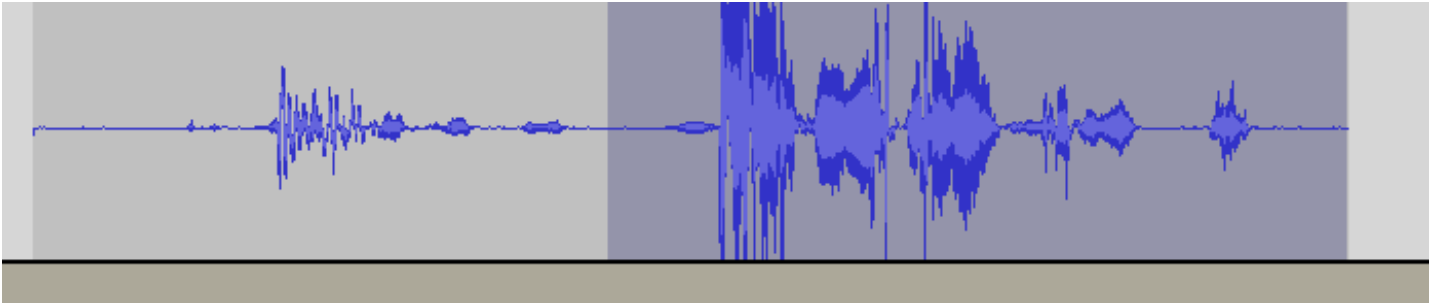


Adding to the end or beginning of your audio track:

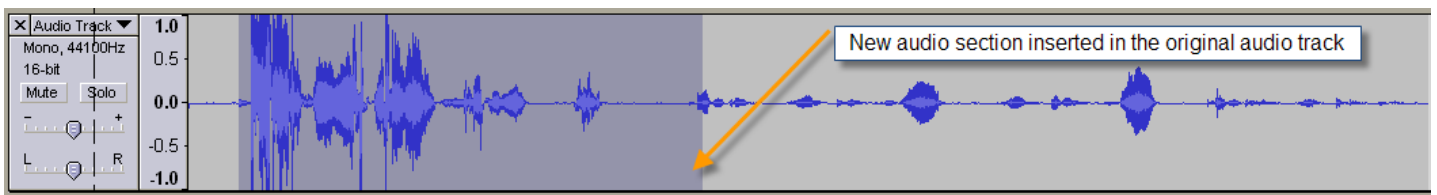
If you want to add to a single layer recording rather than start completely over, left-click with your mouse at the end of your original sound wave and click the record button. Hit the stop button. Another layer will appear starting at the end of your original recording that will not layer the audio:



If you want to add any of the audio recordings to the beginning or the end of another recording, simply drag your mouse over the audio wave you want and dark gray highlighting will appear. If you want to cut and paste the particular selection hold down the “Ctrl” and the “X” button on your keyboard to cut the audio files.

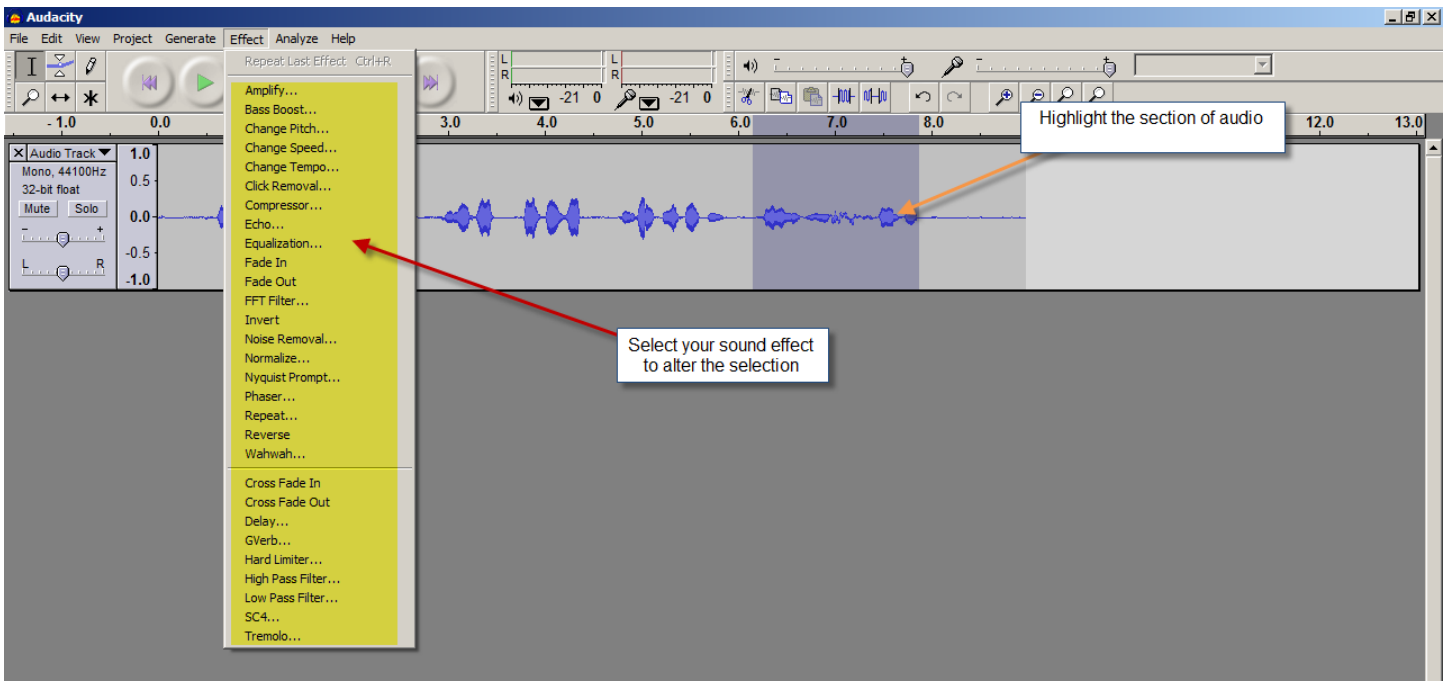


Now go over to the audio track you want to insert these audio waves into and select the point you want to insert at and hold down the “Ctrl” and the “V” button on your keyboard. You can close the empty window which you took the other audio from. The section that you inserted will be highlighted.



Advanced Edit Options:

If you wish to add fancy sound effects to your audio, first highlight the section you wish to add the effect to and then select **Effect** from the menu. Select the effect you wish to add from the drop-down menu:



How to save your audio file:

If you wish to edit the layers of this track in the future, simply make a regular save by clicking file save and naming your file. If you want to save this audio to use in another program, you need to export it as a wav or mp3. This will compress all of the layers of your audio file into a single layer. If you are using the audio in another windows program, it is best to save it as a WAV file.

